

**REQUEST FOR BIDS**  
**Air Monitoring Site Contractor – Arnold Monitoring Site**

Scope of Work

**Definition**

This contract involves performance of semi-technical and technical duties in the operation of two PM<sub>2.5</sub> particulate air samplers and two high volume samplers. The data from the air samplers may be used to determine whether an area meets air quality standards or whether the public is being exposed to unhealthy conditions, to identify air pollution trends, and for court cases.

Duties include checking operation of the samplers, changing air filters and speciation sampling modules at specified intervals, minor programming of the samplers, documenting relevant information, and promptly shipping exposed filters. Work is performed independently on a pre-established schedule and is subject to review by staff from the Air Quality Monitoring Section. If performance is satisfactory, the annual contract may be renewed.

**Duties To Be Performed**

- A. Install and collect air filters from a PM<sub>2.5</sub> sampler on Monday and Thursday. Use the required Standard Operating Procedures for installation of clean filters, collection of exposed filters, and programming the sampler.
- B. Ship PM<sub>2.5</sub> air filters to the Environmental Services Program on Monday and Thursday.
- C. Complete and sign documents related to the filters, including legal chain-of-custody forms.
- D. Check PM<sub>2.5</sub> sampler for error or status codes, and report all malfunctions immediately.
- E. Use keypad to program filter numbers into sampler; use keypad menu correctly during filter changes.
- F. Install a set of sampling modules in the speciation sampler on an every third day schedule and ship the modules to Research Triangle Institute.
- G. Once samplers are installed, collect exposed filters from high-volume samplers and reinstall clean filters on an every sixth day schedule and from a collocated sampler once a month.
- H. If absent, arrange for a backup individual to install filters and modules.
- I. Make emergency trips to the samplers if necessary.
- J. Submit invoices in a timely manner.
- K. Notify staff in the Environmental Services Program of any problems.

**Required Skills and Abilities**

Ability to understand and carry out oral and written instructions.

Ability to climb ladders and work 5-10 feet above ground.

Ability to manipulate keypad, filter holders, and small items.

Ability to keep accurate records.

**Special Requirements**

The contractor must sign a contract with the Missouri Department of Natural Resources Environmental Services Program. The contract specifies duties, payment rates and the circumstances in which the contract may be terminated for poor performance. The contract is for the current fiscal year with the option for renewal for three fiscal years.

**Location of Samplers**

The PM2.5 FRM and speciation samplers and the high volume samplers are located at the corner of Tenbrook Rd. and Tenbrook in Arnold, Missouri.

**Reimbursement Rates**

Reimbursement rates for FYO4 (which is through June 30, 2004) are \$27 per valid filter shipment for the PM2.5 sampler and \$27 per valid shipment of each set of speciation sampling modules. The FYO4 reimbursement rate for high volume filters is \$13.50 per filter. If performance is satisfactory, the reimbursement rate for a valid filter shipment or valid filter collected will increase an additional .50 each fiscal year (July 1 through June 30). The agency has the sole authority to determine whether performance is satisfactory.

**How to Submit a Bid**

Submit a resume or description of qualifying experience to the Missouri Department of Natural Resources, Environmental Services Program, P.O. Box 176, Jefferson City, MO 65102. Bidders must also state whether the reimbursement rate outlined in this request for bids is satisfactory. Bids must be submitted in writing.

**Bid Deadline**

The deadline for receiving written bids is March 22, 2004.

**Bid Evaluation**

Applications will be evaluated 100 percent based on experience.

**For More Information**

For more information, contact Celeste Koon at 573-526-3363 or send an email to [nrkoonc@dnr.mo.gov](mailto:nrkoonc@dnr.mo.gov).